INSTRUCTIONS TO ACCESS CONTRACTING OFFICER'S REPRESENTATIVE (COR) COURSE

Instructions on how to enroll and registered can be find down below. Once training is taken please provide copy of the certificate to our office Miami Contracting Office (Fax 305-437-2752).

Note: In order to retrieve certificate you must complete survey first.

COURSE NAME:

CLC106 COR with a Mission Focus

a. TO ENROLL IN A DAU CONTINUOS LEARNING MODULE

Access the Army's application program at:

https://www.atrrs.army.mil/channels/aitas/

In the upper-left corner, under "Student", click "Apply for Training". Select category "Continuous Learning Modules" from the drop down list. Log in with your SSN and Date Of Birth. NOTE: If this is your first time registering for a DAU course, the system may prompt you to complete/update your student profile at this time. Upon completing the profile, click "Update Profile" and proceed with the steps below.

Ensure FY06 is selected. Select a DAU CL Module from the course drop-down list. For example, if you need to take the Ethics Training, you would select "CLC106 - COR WITH A MISSION FOCUS).

Press the SEARCH button.

Complete the application. (NOTE: Ensure your e-mail address is accurate prior to submitting the application.) Scroll all the way down and click on the "SUBMIT THIS APPLICATION" button at bottom of the screen.

Your application will be forwarded to DAU for enrollment in the Virtual Campus. If you do not already have an account on the DAU Virtual Campus, one will be created for you. Within 48 hours, you will receive a welcome e-mail from DAU when you have been enrolled and can start the course.

You have 30 calendar days to complete the course once you have been enrolled

IN CASE YOU CANNOT LOGIN AFTER YOU COMPLETE YOUR APPLICATION -

You may retrieve your username or password at anytime for DAU Virtual Campus (https://learn.dau.mil) accounts. Please follow instructions below:

To retrieve your username, simply click on the "Forgot Username" link. Enter your Social Security Number and Date of Birth then click "Submit". To retrieve your password, simply click on the "Forgot Password" link. Select the method you would like to use on the "Retrieve Password" screen, either Retrieve password by username or retrieve password by Social Security Number. Key in your information, then click "Get Password". (In the event that you do not receive your password or username within 1 hour, we advise that you review your student profile to verify your most recent and valid e-mail address is on file.)

Access your agency's registrar site:
http://www.dau.mil/registrar/Military%20personnel%20Welcome.asp to edit your student profile.

B. This is for on how to access the course after the registration for the course:

To access your course you will need to log onto the DAU Virtual Campus at https://learn.dau.mil using your username and password.

You may retrieve your login information for https://learn.dau.mil at any time by accessing the site and clicking either the "Forgot Password" link or the "Forgot Username" link under the login fields on the main screen. To retrieve your password, simply select the method you would like to use on the "Retrieve Password" screen that loads after clicking the "Forgot Password" link.

Once you log onto the site, click on the "I acknowledge" button (if available) , then click on the course title to open the course material.

NOTE: At this point, you may be asked to agree to a security certificate. If so, click "Always" to proceed.